



# PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## PROMOTIONAL EXAMINATION for PRISON INDUSTRY AUTHORITY ONLY

### PRISON INDUSTRIES SUPERINTENDENT I (WOOD PRODUCTS)

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE PROMOTIONAL EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING PROMOTIONALLY, INTERESTED INCUMBENTS AT THE PRISON INDUSTRIES SUPERINTENDENT I (WOOD PRODUCTS) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

**DIVISION:** OPERATIONS DIVISION

**LOCATION:** AVENAL STATE PRISON

**POSITION TITLE:** PRISON INDUSTRIES SUPERINTENDENT I  
(WOOD PRODUCTS)

**SALARY RANGE:** \$4025-\$4850

**FINAL FILING DATE:** JUNE 23, 2006

#### DUTIES/RESPONSIBILITIES

Under the direction of the Prison Industries Superintendent II, this position is responsible for planning, organizing, and supervising various operations and staff of the wood products enterprise within a correctional institution.

#### MAJOR DUTIES OF THE POSITION INCLUDE

Assists the Prison Industries Superintendent II in supervising the furniture factory manufacturing a variety of wood products; directs the manufacturing of special projects and prototypes; plans and schedules labor, material, and equipment for production; coordinates and/or supervises the installation, operation, maintenance, and repair of equipment; maintains proficiency in all phases of CNC equipment operation, training, including programming and maintenance; uses the MAPS system to maintain control of quality, production control, inventory control, cost control, material research, and procurement; and uses personal computer to prepare reports, graphs, charts, etc.

## **MINIMUM QUALIFICATIONS**

**Applicants must have a permanent civil service appointment with the Prison Industry Authority (PIA) and meet the following minimum qualifications by the final filing date in order to participate in this examination:**

### **Either I**

One year of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Wood Products), in the wood products enterprise or trade.

### **Or II**

Three years of production experience in the wood products enterprise or trade, at least one year of which shall have been in a supervising capacity.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** (with particular reference to wood products) (1) Methods, materials, machinery, processes, tools, and equipment used in industrial operations; (2) production scheduling and control; (3) quality standards and control; (4) safety practices and orders; (5) materials handling techniques; (6) principles of personnel management and supervision, budget preparation, and cost control; (7) the Department's equal employment objectives; (8) a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:** (with particular reference to wood products) (1) Set up, repair, maintain, adjust, and operate required equipment; (2) make labor and material estimates; (3) instruct and supervise staff, inmates, or residents in production techniques and safety practices; (4) maintain firm, impartial, and consistent discipline; (5) understand rules, regulations, laws, and procedures; (6) analyze situations accurately and take effective action; (7) keep records and prepare reports; (8) read and write English at a level required for successful job performance; (9) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **SCREENING CRITERIA**

1. Extensive experience with MAPS.
2. Extensive experience in programming/operating wood CNC equipment.

## **SPECIAL PERSONAL CHARACTERISTICS**

Tact, patience, and ability to work with persons confined in a correctional institution.

## **SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution, and supervisory experience.

## **EXAMINATION INFORMATION**

**This examination will consist of a screening of the applications and interview. The minimum qualifications and screening criteria listed on this bulletin may be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and screening criteria. The interview will include a number of predetermined questions related to the knowledge and abilities listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.**

**All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.**

**ELIGIBLE LIST INFORMATION**

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

**FILING INSTRUCTIONS**

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

**Submit applications to:**

**PRISON INDUSTRY AUTHORITY  
AVENAL STATE PRISON  
ATTN: MIKE MAYES  
1 KINGS WAY  
AVENAL, CA 93204  
1 (559) 386-7401**

All applications must be received or postmarked by the ***Final Filing Date***. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax Examination Services Unit, at (916) 358-2696.

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CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:  
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922